

REQUIREMENTS FOR LIBRARY SERVICE

TERMS OF REFERENCE

6. The Accessions Process. Selection

b. D/GG is adequately represented in the selection and feels that centralization would make the system too large, cumbersome, and less responsive to the needs of the users.

e. The individual accessions lists and consolidated procurement lists seem to be adequate and comparatively timely. For obvious reasons the notification of individual items should be routed beyond the requesting components; however, this notification and resulting requests should be handled so as not to interrupt the prompt receipt of the item by the initial requester or precipitate an immediate run of requests for the item from the casually interested. Although the description seldom goes beyond the title and author, it seems to be adequate for those who are versed in the field and actively following the literature.

g. Yes

o. D/GG has encountered difficulties in obtaining retention copies of books, intelligence reports, and other materials produced by other agencies, particularly such items as are produced on a contract basis e.g. the Human Resources publications distributed under the authority of the Chief of Research and Development, Dept. of the Army, Washington 25, D. C.

7. Cataloging.

c. Generally adequate and serves the purpose; however, we do not find the recall system to be completely dependable in our research. Often documents which the library possesses do not appear in answer to a request for a machine run on a specific geographic area, even when the name of the area appears in the title of the document. Is this the result of careless cataloging, or is it because primary attention is given in the cataloging process to topical subjects rather than to geographic place names?

e. No, should include books.

8. Circulation.

f. Where use is necessary, there should be no restriction on stack privileges.

i. How accountable is one under the present system?

10. Machines.

a. Yes

b. A few days

13. Yes

15. Generally yes when the user is cognizant of the facilities and mechanics for utilizing them.

16. Yes

17. Whenever additional aid or guidance is necessary the reference staff presently provides the service.